

## Confidentiality Agreement

**Client's name:** .....

**Date of birth:** .....

We want to give you the best possible service, and we think that working alongside the other people who support you will help this. Our Service User Privacy Statement explains when and with whom we exchange information. The Confidentiality Agreement gives you a chance to consent to us sharing and using information as detailed in the Privacy Statement. The Confidentiality Agreement can be reviewed with you at any point. **If you change your mind about who you want us to talk to, please let your workers know.**

We regularly attend case conferences and professional meetings with other agencies where your case may be discussed; this is to ensure that you receive the best possible service and support. Information shared in these forums will be kept to a minimum and always be relevant to planning your support.

With your consent we can send your information to our partners in the OMHP, or to other agencies, in order to refer you to their services.

We will respect your right to privacy whenever possible and will only talk to those people who you have given us consent to talk to in this form. The only time this will be breached without your permission is under the following conditions:

- **When there is a serious risk to either yourself or others**
- **Where there is a legal requirement to share information, such as a serious crime or a child protection issue**
- **Where we have not seen you or been able to contact you for an unusual length of time**
- **When we are required to share information about your case with our commissioners or other funders**

### Consent

I consent to workers from Oxfordshire Mind requesting, receiving and keeping information from the individuals or organisations indicated below, and sharing my information with them, while I am a Service User with Oxfordshire Mind.

Housing Providers	Other medical services	Probation
Drug & Alcohol Services	Jobcentre / benefits agencies	Police
Children's Social Care	Adult Social Care	GP
Information Sharing Forums	Solicitor	Local Authority

Agencies in the Mental Health Partnership, including Oxford Health NHS Foundation Trust, Elmore, Response, Restore and Connection.

You can request that information about you is not shared with a particular agency. **Please cross out any agency above that you do not want us to share information with.** Please note that we may still have to share information or

speak to these agencies, and restricting who we can talk to can impact on our ability to work with you.

**Other Agencies**

Carers and/or family members or other people/agencies that information *can* be shared with

Name	Relationship	Contact details
------	--------------	-----------------

Carers and/or family members or people/agencies that information *cannot* normally be shared with

Name	Relationship	Contact details
------	--------------	-----------------

**Signature**

- I have had the Service User Privacy Statement explained to me and/or read the statement
- I understand that my information will be shared as part of contracts monitoring

Service User Signature:

.....

Workers Signature

.....

Workers name (print): ..... Date:.....